**Mobile Technology Use Form**

**NC Statewide Information Technology Standard 50406** requires all college sponsored mobile technology users must be informed of the following guidelines to help safeguard confidential information while using Craven Community College provided mobile technology. Please sign and date the form after reading the guidelines.

- Personnel using mobile communication devices should constantly be aware of the potential of physical and electronic eavesdropping in public and private areas and refrain from discussing topics considered confidential by the agency.

- Whenever possible, the following measures shall be followed to protect mobile communication devices which are used to conduct state business.
  - Passwords should not contain dictionary words or abbreviations.
  - Passwords should be entered manually, not saved by the system.
  - Passwords should not be e-mailed. Passwords can be shared through phone calls when a positive identification has been established.
  - Passwords must not be stored in clear text on hard drives, diskettes, or other electronic media unless they are in encrypted format.

- Do not open attachments from untrusted sources.

- Do not follow links from untrusted sources, especially from unsolicited e-mail or text messages.

- Adhere to Craven Community College policy and procedures.

- Report lost devices immediately to the Technology Services department at (252) 638-7352.

- Craven Community College’s data plan is 2GB per month per phone/tablet. Any usage above that amount will be charged back to the individual exceeding this amount. Downloading video dramatically increases data plan usage. To reduce network usage switch to Wi-Fi when available.

I have read and understand the above guidelines.

Name ___________________________________________ Date ________________